

Market Range Detail - Guardian/Estate Administrator

Effective Date

December 17, 2007

Market Range Title Description

The primary functions of positions within this market range title are to manage the personal and financial affairs of persons or decedent estates placed under guardianship, conservatorship, or probate estate by the court, protecting their respective estates from exploitation or loss, and/or investigate referrals and prepare recommendations for guardianship and conservatorship. Typical duties may include conducting assessments and preparing care plans; coordinating and authorizing support services for assigned caseload including physical care, shelter, legal, social, medical, and psychiatric services; investigating the financial resources, living situation, and support network of persons referred to the Public Fiduciary, discovering and protecting assets, preparing and/or reviewing investigative reports; contacting and corresponding with relatives, attorneys, title companies, and banks to determine title on stocks, real property, and other assets; reviewing estate planning documents; arranging sale of property; and authorizing payment of claims against the estate.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$17.04	\$22.29	\$27.53

Likely Minimum Qualifications

- Bachelor's degree, with an emphasis in Behavioral Science, Public or Business Administration, Finance, Accounting, Social Services, Human Services or related field
- Experience with asset management and distribution, or case management experience in a health or human services field
- Position requires Arizona Supreme Court Fiduciary Certification

Working Titles

- Estate Administrator
- Financial Exploitation Investigator
- Guardian Administrator
- Public Fiduciary Investigator

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.